

Appearance Commission Minutes

Thursday, Jan. 9, 2014

Attendees:

Melvin Caldwell Tom Rowe
Jan Freeman Collette Touchette
Sheila Iverson Sandra Waters
Alicia Rayfield

Guest:

Kelly Groves

I. Welcome

- A. Collette called the meeting to order and welcomed all members.
- B. Members welcomed guest Kelly Groves, Master Gardener

II. Approval of Minutes of Thursday, December 12, 2013

- A. Collette called for any additions/amendments to the December 12, 2013 Minutes.
- B. No changes were recommended. Melvin made the motion to approve the December Minutes. Sheila seconded the motion.

IV. Old Business

Lead

- A. Financial Report Sandra
 - 1. Collette shared budget summaries from the previous four years.
 - 2. Sandra distributed and reviewed the Expense Ledger from July 2013 to 1/31/14.
 - 3. Sandra recommended purchasing Christmas lights early and projected an additional 20 strands are needed.
 - 4. Collette asked all members to consider the previous budget ledgers as preparation for the Planning Meeting to be held at the February 13 Appearance meeting.
- B. Adopt-a-Spot update Collette
 - 1. Ms. Groves reported updates on the Master Gardeners' adopted spot.
 - 2. Ms. Groves distributed copies of her schematic of the adopted area with color photographs of the prospective plantings. Pavers have already been placed and planting will begin in March or April.
 - 3. The landscape design and plantings were well received by Commission members. Melvin noted that the Commission will place a plaque to recognize the Adopt-a-Spot Master Gardeners.
- C. Yard Sale Ordinance Collette
 - 1. Collette and members discussed the delay of the City Council vote on the Yard Sale Ordinance.

2. Members who attended the Council meeting shared comments and recommendations made to the proposal.
- D. Yard of the Month Jan
1. Sandra reported the current status of the new yard sale sign.
 2. Jan and Alicia will review the recommended design at the Recreation Department and make a decision on the new design.
- E. Adopt-a-Pot Update Collette
1. Bill was not in attendance at the meeting so no update was made on planting evergreens.
 2. Collette reported that Jessica Setzer inquired about funding for the upkeep of pots. Members discussed the regulations of adopting a pot and asked that the DNDA remind businesses of their agreement to replenish/maintain plantings.
- F. Appearance Commission Facebook Melvin
1. Melvin reported that Jan posted information about the upcoming "Beautification" Essay contest.
 2. Members were reminded to send pictures or other posts to Melvin or other page administrators.
- G. Parks/Cemeteries Review All
1. Collette reviewed the list of parks and cemetery suggestions/pictures that she has received
 2. She reminded Jan to submit the Westside JC Park information.
- H. Essay contest Jan
1. Jan distributed information on the essay contest, noting the businesses that have donated awards/prizes for 1st, 2nd, and 3rd place winners. To date the following businesses have contributed: Pin Station, Geppetos, Taco Bell, and the Newton Recreation Department.
 2. Melvin shared the gift certificate donated by Blue Moon. Members volunteered to continue soliciting prizes from local businesses.
- I. City Worker's Luncheon All
1. Collette reminded members that the city workers' luncheon will be held on January 24. She reported that she will send invitations next week.
 2. Members reviewed the list of items they will bring for the luncheon, to include soup, sandwiches, drinks, paper goods, etc. Tom contributed a monetary donation and volunteered to bring other items as well.

- J. New Year Planning/Budget Meeting Collette
1. Collette reminded members of next months' extended February 13 Planning meeting at which time the 2014 budget requests, commission plans, and long-range goals will be discussed.
 2. She will bring handouts of all initiatives from last year's Planning Meeting. She noted that the Commission has numerous initiatives underway.
- K. ATM Site Review
1. Collette reported that she has submitted the ATM landscape plan to Sean Hovis.
 2. The report from his review will be shared at the February meeting.
 3. Sandra distributed copies of the itemized cost of landscaping the North Main/College and the Highway 10/East projects.

New Business

Next Meeting: February 13, 2014
Recreation Department – Downstairs

Notation: Highlighted sections denote an “Action Item,” requiring action by one or more commission members.

Respectfully Submitted,
Jan Freeman
Secretary, Appearance Commission
1/14/14